Overview
This user guide shows how to search for a Fresno State training course session and how to enroll in a training session. There are four ways to search for a training course and session, by:

- Course Audience
- Category/Sub-Category
- Program
- Title/Audience

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LOGGING IN
This section shows how to log into your MyFresnoState portal.

The myFRESNOSTATE homepage displays.

1. Go to MyFRESNOSTATE (http://my.fresnostate.edu/).
2. Click the MyFRESNO STATE SIGN IN button.

The Oracle PeopleSoft Enterprise Sign In page displays.

3. Enter your Fresno State ID and Password.
4. Click the “Sign In” button.

Note: If you have difficulty logging in, contact the Help Desk at 278-5000
Request Training Enrollment.

From the main menu, navigate to Self Service > Learning and Development > Request Training Enrollment.

To view the available sessions for a particular course, you can search by All Courses, Audience, Category/Sub-Category, Program, Title/keyword.

Note: Any category listed as Skillport will direct you to a third party system (ds.calstate.edu/?svc=skillsoft) where you will be prompted to enter your MyFresnoState ID and password.
To view course details, click on the course title hyperlink. The course details will be displayed giving you the course code, target audience, description of the course and any perquisites.

To enroll in the course, click on the enrold button. The page will display the session(s) available, the start date and time of the session(s), the location of the training session, the number of hours the training is scheduled for and if there are available seats. If there are no available seats, you can request to be waitlisted.
View Session Details

To view sessions details including instructor’s name, room number and building.

If the class is full, click on the box to flag the Training Administrator to put you on the waiting list.

Click the Continue button to enroll in the course.

Review the sessions details and click on the Continue button to submit your enrollment.
An enrollment Confirmation Displays. Click Ok.

This will be the only enrollment confirmation you will receive. Make note of the enrollment detail of the course.

At the bottom of the page, you can go to:

- Request Training Enrollment to enroll in additional courses
- Training Summary (to view and withdraw from future courses)
- Professional Training (input any training, workshops, clinics, etc. that you would like have on your training summary that is viewed by you and your reports to Manager.)
To Withdraw from Future Courses
Navigate to Course Summary
Main Menu > Employee Self Service > Learning and Development, Training Summary.

All courses that you have enrolled in will be displayed on the online page. To print a copy of your training record, click on the Print Training Transcript link.

If you are required to take a particular course because of your job duties/description, the course will be marked as required in the last column. If you are past due taking a required course, this will be shown under “Required Courses Not Yet Completed”.

If the course is in the future, use the “Withdraw” box to withdraw from the course. You will be asked to confirm that you want to withdraw. Select OK to confirm the withdrawal.

The Course will now show as dropped.

Note: Any prior views of your training summary.
will not show dropped courses.
Enter any professional development you want recorded in the system. This will display on your training transcript through self service and will also be displayed on your training transcript that is accessed by your Manager/Department Chair.
To review and print your training transcript, navigate to the Training Summary page. (Main Menu > Employee Self Service > Learning and Development > Training Summary).

Click on the Print Training Transcript link.

A window will be displayed asking you to either open or save your file. Click OK.
Your training transcript will be available for view and/or print.

If there are required courses that you have not completed, these will be displayed on the top of your transcript.

All enrolled and completed courses will be displayed with the any renewal dates associated with the course.

User entered Other Professional training will be displayed at the bottom of the transcript.